

## WOLVERHAMPTON GRAMMAR SCHOOL (SENIOR)

### THE SCHOOL DAY: INSTRUCTIONS AS GIVEN TO STUDENTS

#### School hours, attendance and absence

The School Day begins at 8.45 and ends at 16.00 Monday to Friday, operating on the following pattern:

Monday-Friday	
8:50	Registration
8:55	Assembly/Tutor
9:15	Period 1
10:05	Bell
10:10	Period 2
11:00	Break
11:20	Period 3
12:10	Bell
12:15	Period 4
13:05	Lunch
14:05	Registration
14:15	Period 5
15:05	Bell
15:10	Period 6
16:00	School ends

On school days the school is open from 8.00 to 17.30. **Parents need to note that, outside those hours no responsibility can be accepted for students, parents or others on any part of the school's property unless attending a specific activity, function or other event, arranged and supervised by the Directors, Head or staff of the school.** Students will frequently stay at school for games, rehearsals or meeting of societies: this kind of involvement with the school's life outside the classroom is an important part of your broader education. Students should not hang around after school unsupervised or with nothing to do – unless at a club or training session supervised by a member of staff **all students who remain after school should be at Homework Club in Room 10/12 or the Jenyns Library, Sixth Form Library or Sixth Form Centre.** Any students found in any other location will be sent to these areas. Homework Club and Sixth Form Library are open and supervised until 17.30. Homework Club runs after school in Rooms 10 and 12 (Monday to Thursday) and in the Jenyns Library (Friday) with a member of staff present.

#### Registration

Students **must** register in the morning (8.50) and afternoon (14.05). If late for any reason all Students **must** register at Main Reception

The school will contact parents via telephone and/or text message if a child fails to arrive at school without explanation.

No student in Years 7 to Lower Sixth may leave school during the school day without permission being obtained from a tutor, Head of Year 7, Head or Assistant Head of House, Head of Sixth Form, Assistant Head or Deputy Head. In such cases a student must sign out at Main Reception. In all other cases, for example a medical or dental appointment, students will not be permitted to leave the school without written or oral permission being obtained from a parent/guardian (e.g. note, text message or telephone call).

In the Sixth Form only Upper Sixth students may leave the school site during lunchtime **only** if they sign out at Main Reception and sign in again when they return. Upper Sixth students may also sign out at Main Reception in the afternoon after registration if they have no lessons, wish to return home and have parental permission to do so.

### **Medical Support**

A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. Students who are injured or ill will be taken to Main Reception (unless their condition prevents this). First aid bags are in all potentially high risk areas, as well as in Main Reception. (The first aid bags are regularly checked and replenished).

### **Supervision whilst travelling to and from school**

Parents are responsible for ensuring that their children travel safely to and from school. Students are not supervised by a member of staff when travelling on the school buses; but are expected to behave responsibly (see Transport Rules). We would always investigate complaints about poor behaviour. All students and parents are advised to use the pedestrian crossings around the school at all times to ensure their safety, particularly on the Compton Road.

### **Supervision during educational visits**

The arrangements for the supervision of students during educational visits and trips out of school are described in our policy: "Educational Visits."

### **Staff Induction**

All new members of the teaching staff receive a thorough induction into the school's expectations of the appropriate levels of student supervision. Guidance is given on areas within the buildings and grounds that should be regularly checked when on duty outside normal lesson times as per the Senior School Supervisory Duties policy.